



## Illinois Department of Corrections

### Administrative Directive

Number:

**01.07.815**

Title:

**Release of ID Documents to Federal/State Agencies**

Effective:

**7/1/2020**

**Authorized by:**

*[Original Authorized Copy on File]*

**Rob Jeffreys**  
Acting Director

**Supersedes:**

01.07.815 effective 10/1/2018

**Authority:**

730 ILCS 5/3-2-2

**Related ACA Standards:**

5-ACI-1E-01

**Referenced Policies:**

01.07.805

**Referenced Forms:**

ISP 6-411 – Death Notice

R-84 – FBI Disposition Report

#### **I. POLICY**

The Federal and State Bureau of Identification offices shall be notified of all offenders who have been released on parole or mandatory supervised release, who have escaped, who have died or who have been discharged from the jurisdiction of the Department. The State Bureau of Identification office shall be notified of all offenders who have been released on appeal bond.

#### **II. PROCEDURE**

##### **A. Purpose**

The purpose of this directive is to establish a written procedure for notifying Federal and State Bureau of Identification offices of offenders who have been released or discharged or who have escaped or died while under the jurisdiction of the Department.

##### **B. Applicability**

This directive is applicable to all correctional facilities within the Department.

##### **C. Facility Reviews**

A facility review of this directive shall be conducted at least annually.

##### **D. Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

##### **E. Requirements**

The Supervisor of the facility Bureau of Identification office shall ensure that:

1. When an offender is released on parole or mandatory supervised release or is discharged, the FBI Disposition Report, R-84, is completed and forwarded to:

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Assistant Director  
Criminal Justice Information Services  
Federal Bureau of Investigations  
P. O. Box 4142  
Clarksburg, WV 26302-9922  
Attention: Identification Division

2. When an offender is released on parole, mandatory supervised release or appeal bond, or when an offender escapes or is discharged, the Illinois Bureau of Identification is notified electronically from the daily file. This only applies to status changes.
3. When an offender dies, post-mortem prints of the deceased offender are taken on the deceased body fingerprint card, Death Notice, ISP 6-411, and forwarded to:

Illinois State Police  
Bureau of Identification Office  
260 N. Chicago Street  
Joliet, IL 60432-4075

4. When an offender is released on parole or mandatory supervised release or is discharged or dies, the offender's identification file is forwarded to the Field Service Representative or the Record Office in accordance with Administrative Directive 01.07.805.
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